



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF MENDOCINO
CLASSIFICATION SPECIFICATION**



CLASS TITLE	HUMAN RESOURCES SPECIALIST I - CONFIDENTIAL
CLASS CODE	155756
REPORTS TO:	HUMAN RESOURCES MANAGER
FLSA STATUS	N

Descriptions provided at the higher-level build on and include all of the skills listed for the previous levels within the HR Specialist Series. Some of the requirements listed for a level may not be representative of all employees at that level. Employees at one level may have some of the requirements associated with a higher level.

JOB SCOPE AND DISTINGUISHING FEATURES:

This is the journey level classification of the series. Under general instruction, incumbents perform a variety of moderately difficult technical functions, including: processing personnel transactions; generating personnel reports; constructing and maintaining personnel files; assisting in the recruitment process; examinations, payroll, and assisting staff in completing various human resources projects. This position will also be involved in collective bargaining/labor relations (i.e. act as scribe during meet and confer sessions, preparing and distributing correspondence as it relates to contract negotiations, photocopies MOU and other collective bargaining agreements, and other duties related to Union/Court contract negotiations and labor relations. This classification will assist the training coordinator in preparing for training presentations. This class is distinguished from the next higher class of Human Resources Specialist II in that the latter classification is experienced in more complex Human Resources issues, works in a training capacity, will assist the Training Coordinator in workshop presentations, and is lead worker in the series.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Attends meet and confer sessions and acts as scribe, performs research as it relates to collective bargaining agreements.

Prepares minutes and/or correspondence for distribution to the Court Executive Team, Union and negotiating team members

Maintains automated personnel records and processes personnel transactions by reviewing information, ensuring accuracy and proper effective dates and entering information into the computer system.

Maintains position control information, enters change of status information, tracks positions and generates reports.

Works closely with Court staff to ensure personnel records are complete and accurate and to ensure their understanding of Court personnel policy with regard to salaries and payroll.

Enters payroll information into computer system, picks up and distributes payroll checks. (essential function)

Constructs and maintains employee files.

Assists in conducting new employee orientation by explaining forms to be completed, providing other related information, answering questions and assisting with Human Resources training, workshops and career fairs.

Formats and types letters, memos, labels, reports, or other correspondence on a word processor or typewriter.

Prepares complex, routine and non-routine reports as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; and relays and interprets administrative decisions, policies and instructions.

Uses spreadsheet software to enter and analyze study information, print reports and distribute for billing purposes.

Enters and retrieves a variety of complex information into a computer terminal.

Composes correspondence in accordance with standard policies; answers various inquiries; explains policies and procedures and arranges appointments; processes routine and non-routine matters independently.

ADDITIONAL JOB FUNCTIONS (NOT CONSIDERED ESSENTIAL)

Assists Human Resources Manager with conducting reference checks.

Photocopies reports, memos, and other various documents for staff.

May serve as backup for other positions within the Court.

Performs other related duties as assigned.

Reports administrative and/or operational problems to supervisor

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal
Lap Top

Typewriter
LCD Projector

General Office Equipment VCR
Overhead Projector

MINIMUM QUALIFICATIONS REQUIRED:

Associate's degree or equivalent from a two-year college or technical school in human resources, business administration or related field; and, Two to three years of experience performing human resources functions; **or**,

Any combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Typing/keyboarding certificate, less than four years old, showing a minimum of 40 words per minute.

Possession of a California Driver's License or the ability to travel from one court location to another as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: Applies technical expertise of a particular aspect of the court's administration or Human Resources functions.

Knowledge of:

Modern principles and practices of human resources administration and record keeping.

Human resources information systems.

Applicable state, federal and local ordinances, laws, rules and regulations.

Basic types of human resources selection devices.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Internal departmental policies and procedures.

External governmental bodies and agencies related to area of assignment.

All computer applications and hardware related to performance of the essential functions of the job.

Standard business arithmetic, including percentages and decimals.

Record keeping, report preparation, filing methods and records management techniques.

General office procedures, policies and practices, and computer .

Skill in:

Typing from rough draft or printed text using a word processor or typewriter.

Understanding, interpreting and applying a wide variety of guidelines, procedures and regulations relating to human resources operations.

Using tact, discretion, initiative and independent judgment within established guidelines.

Using a computer to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and routine maintenance of general office machines such as copiers, facsimile machines, and telephone systems.

Mental and Physical Abilities:

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to administer and score various types of selection devices.

Ability to interpret applicable laws, rules, ordinances, etc.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to develop and implement new procedures, records, reports and forms to meet changing needs.

Ability to maintain confidential information.

Ability to establish and maintain effective working relationships with others.

Ability to draft and type correspondence.

Ability to deal with problems involving several concrete variables in standardized situations.

Ability to ascend and descend stairs while carrying files, exhibits, documents, case buckets, supplies, equipment, etc.

While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.

Physical ability to lift light articles, sometimes weighing up to 20 pounds and carrying of objects weighing up to 20 pounds; pushing and/or pulling objects weighing up to 20 pounds. Some duties may require carrying files through hallways and negotiating stairs

Lifting positions may be from the floor to the waist, and/or from the waist to an overhead position.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to **This classification functions as a lead worker in the series.** a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.